

Step 1: Login

Sample of the Login screen

ADRIAN M. FENTY, MAYOR
District of Columbia

Welcome to Mayor Adrian M. Fenty's
Summer Youth Employment Program for 2009

Registered users, please login below. * = Required

* Email:

* Password: [Forgot Your Password?](#)

[Log into your account](#)

If you have NOT registered, please click the button below to register.

[Register for Summer Youth Employment 2009](#)

Once you have received a confirmation email for your new SYEP account, you can login here by using the same email address and password you entered when you registered. If you have forgotten them, please check your confirmation email or select "Forgot Your Password?"

If you have not registered for SYEP 2009, please select this button. It will take you directly to our Registration page. You must register before you can log into your account and select job preferences.

ADRIAN M. FENTY, MAYOR
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The email address or password you entered is either incorrect or does not exist.

If the incorrect email address and/or password have been entered, you will receive the following error notice. If you have forgotten your email address or password, please review the confirmation email you received after registering. This email will have your username and password.

Step 2: Search and Apply for a Job

Your "Home Page"

 ADRIAN M. FENTY, MAYOR
District of Columbia

Welcome to Mayor Adrian M. Fenty's
Summer Youth Employment Program for 2009

Participant: Mohammadd Shibly [Log Out](#)

Welcome Back

Please take some time to review all available job postings that interest you. You have the option of selecting up to (5) job choices. Each job you select will appear in the "My (5) Jobs Choices" section below.

Between now and April 30th 2009, you have an opportunity to apply for jobs that interest you. You can apply for up to five (5) different jobs. The jobs you select will appear on a list below in priority order. To change the priority, click on the arrows in the "Move Up" column.

Starting in mid-April, employers will begin to select applicants. They may contact you as they make their hiring decisions. If a company chooses you for one of your job choices, you are hired! If you have not been hired by April 30th 2009, you will be automatically assigned to a job based on the career choices you selected during registration.

[Search and Apply For \(5\) Job Choices](#)

My (5) Job Choices

You do not have any jobs selected. Please click the job search button above to find a job that interests you.
Please note that job positions that are no longer available will be removed from your list.

After you have successfully logged into your account, the screen shown on the left will appear. This is your Home Page. The top half of the screen provides greetings and navigation, the lower half allows you to search for a job by selecting the "Search and Apply for (5) Job Choices" button. The final part will show up to five job preferences you have entered.

You will be able to see your job choices on the bottom of the page. If you have not selected any, it will be

The Home Page will display your name.

Select "Search and Apply for (5) Job Choices" to begin your summer job search.

If you have already selected job preferences, they will appear below "My (5) Job Choices." Otherwise, this area of the screen will be blank.

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Welcome Back


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[Search and Apply For \(5\) Job Choices](#)

My (5) Job Choices

 In order to rank your job choices, please click on the up arrows to move a job selection to a higher ranking.

Priority	Move Up	Company/Agency	Job Title	Job Category	Job Address		
1		Green Summer/DDOE	Green Summer Tree Team Member	Green-Collar/Environmental	Multiple	View	Remove
2		Kingman Boys and Girls Club	Teacher's Aide	--	1529 Kingman Place	View	Remove
3		DC Parks & Recreation	DRAMA SPECIALIST	Arts, Design, Entertainment & Media	5601 CONNECTICUT AVENUE, NW	View	Remove
4		OCTO103	Help Desk Support	Arts, Design, Entertainment & Media	441 4th Street	View	Remove

If you have already selected job preferences, your screen will look similar to the one on the left. Please note that your job preferences are ranked starting with the one of most interest to you.

Up to 5 preferences may be entered. Any job positions that are no longer available will be removed from your list.

Search Page if you are at least 18 years old.

Welcome to Mayor Adrian M. Fenty's Summer Youth Employment Program for 2009

Participant: Mohammadd Shiblyy

Home Page

Log Out

Search For A Job Position

Below are the career categories you selected.

- Arts, Design, Entertainment & Media
- Building & Grounds Cleaning and Maintenance
- Community and Social Services

Search My (3) Career Categories

Search All Career Categories

Search Supervisory Positions Only

Search By Keyword

Available Job Positions From My (3) Career Categories

Please click on the column headers to sort.

Showing: 1 - 25 of 219

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Company/Agency	Job Title	Job Address	Job Category	Disability Friendly	Distance (miles)	
Paulette Campbell	Laborer/Maintenance Support	2101-2115 4th Street nw	Building & Grounds Cleaning and Maintenance		0	View
OCTO103	Help Desk Support	441 4th Street	Arts, Design, Entertainment & Media		0	View
OCTO104	Help Desk Support	441 4th Street	Arts, Design, Entertainment & Media		0	View
OCTO105	Help Desk Support	441 4th Street	Arts, Design, Entertainment & Media		0	View

You have the option of searching by the 3 career categories you chose when registering by selecting this button.

If you would like to search through ALL the jobs, regardless of career category, select this button.

To search for supervisory positions only, select this button.

You can search for available jobs by typing in a word or phrase, and selecting the "Search by Keyword" button.


Once a search is initiated, a list of available positions will appear as shown on the left. The positions shown depend on which search option you choose.

*The accessibility symbol means that this position is disability friendly.

By selecting "View" you will be able to see a more complete Job Description and its location.

To sort, click on the column header.

Search Page if you are under the age of 18.

 ADRIAN M. FENTY, MAYOR
District of Columbia

Welcome to Mayor Adrian M. Fenty's
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Participant: John Haley [Home Page](#) [Log Out](#)

Search For A Job Position

Below are the career categories you selected.


- Construction Trades
- Sports & Physical Education
- Hospitality and Tourism

[Search My \(3\) Career Categories](#)


[Search All Career Categories](#)

[Search By Keyword](#)

Available Job Positions From My (3) Career Categories

 Please click on the column headers to sort.

Showing: 1 - 25 of 55 Page 1 of 3 [1](#) [2](#) [3](#)

Company/Agency	Job Title	Job Address	Job Category	Disability Friendly	Distance (miles)	
Office of Property Management	Assistant to Project Managers	2000 14TH STREET NW	Construction Trades		1.16	View
DC Parks & Recreation	Locker Room Aide	25th and N Streets	Sports & Physical Education		0	View
Guest Services, Inc.	Food Service Workers	9th & Madison Streets	Hospitality and Tourism		0	View
Guest Services, Inc.	Food Service Workers	12th & Madison Streets	Hospitality and Tourism		0	View

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Step 3: Review Job Descriptions & Apply

Sample Job Position page.

This page will provide more information about a specific job position. It will show the working hours, job duties, pay rate, total openings, etc.

Notice that there is a map which shows where your worksite is located.

This position is disability friendly.

You can get directions from your home address to the job site by selecting the "Click here for Directions" button.

Some positions may require you to answer additional questions before applying. You must respond to ALL of these questions before selecting the "Apply for This Job" button or you will receive an error message.

If you are interested in applying for this position select the "Apply for This Job" button.

To return to the Search Page select the "Go Back" button.

Please note that once you select "Apply for This Job," the job will automatically be added to your "My (5) Job Choices List."

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Participant: John Haley [Home Page](#)

Available Job Position

Job Title: Assistant to Project Managers
Job Description: Help Project Managers with filing systems providing project support with subject matter materials and/or related information as required.
Job Category: Construction Trades
Agency/Company: Office of Property Management
Worksite Description: Administrative Offices for OPM/REEVES CENTER
Working Hours: 10:00 AM to 4:00 PM
Job Duration: 06/22/2009 to 08/21/2009
Disability Friendly: Yes
Hourly Pay Rate: \$6.55
Total Openings: 17

Job Address: 2000 14TH STREET NW



[Click here for Directions](#)

Please answer the question(s) below. (Required)

* Give an example of how you can prove your organizational skills?

* Tell us what your computer skills are?

* Give us an example on how you follow directions?

[Apply for This Job](#) [Go Back](#)

Step 4: Review Your Job Choices List

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Participant: Mohammadd Shiblyy [Log Out](#)

Welcome Back

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[Search and Apply For \(5\) Job Choices](#)

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2	▲	Kingman Boys and Girls Club	Teacher's Aide	--	1529 Kingman Place	View	Remove
3	▲	DC Parks & Recreation	DRAMA SPECIALIST	Arts, Design, Entertainment & Media	5601 CONNECTICUT AVENUE, NW	View	Remove
4	▲	DOCTO103	Help Desk Support	Arts, Design, Entertainment & Media	441 4th Street	View	Remove

After you apply for a job position, you will be taken back to the Home Page which will display your current job preferences. Select the "Search and Apply for (5) Job Choices" button to continue searching through available jobs.

Remember, you may only select up to 5 jobs.

To change the Priority or ranking of a job preference, select the yellow up arrow. A job will move up one priority level each time you select it. Priority 1 indicates the job you are most interested in.

To view a complete Job Description, select the "View" button.

To remove a job preference from your list, select the "Remove" button.

Note: If you have already selected 5 jobs, and then find a 6th job you would prefer more, you must first "Remove" one of your selections.

After you select the "Remove" button to eliminate a job from your list, a confirmation message will appear. If you are sure you want to remove this job choice, select the "OK" button; otherwise select the "Cancel" button.

Once you are finished selecting your job preferences, select the "Log Out" button in the top right corner.

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Microsoft Internet Explorer

Are you sure you want to remove this job choice?

[OK](#) [Cancel](#)

My (5) Job Choices

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Step 5: Log Out

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You have logged out successfully.

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* Email:

* Password: [Forgot Your Password?](#)

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If you have NOT registered, please click the button below to register.

[Register for Summer Youth Employment 2009](#)

Once you select the “Log Out” button, a notification message will appear indicating that you have logged out successfully.

REMEMBER:

- Jobs that are no longer available will automatically be removed from your list.
- You may always come back to change your job selections, as long as you have not received notification that an employer has selected you for a particular job.
- You will periodically receive email notifications announcing new jobs that have been posted.
- You will be notified by email once an employer has selected you for a job.